

SIEC Advisory Working (SAW) Group Minutes
June 23, 2004

- Meeting minutes from the May 26, 2004 SAW Group meeting were not available and will be presented at the next meeting.
- Alan Hull, Technical/Frequency Management Committee Chair, presented committee status regarding the Risk/Severity Matrix, the Technology Clearinghouse, the SIEC Gantt Chart, Frequency Management Flow Chart, a white paper 'what if' scenario, and upcoming recommendations to the SAW Group.
 - Risk/Severity Matrix modifications are being led by Marc Johnson, DNR. Four areas are being discussed: addition of new frequencies, technology compatibility, project length, and risk of potential failure. The modifications will fall within DIS and ISB policies. The matrix will be presented at the next SAW group meeting for action.
 - Technology Clearinghouse discussion included concern that the events are not being attended by State agencies. Group consensus was that these meetings that serve as a valuable tool for the Technical Committee. Agency representatives re-committed to attending these events.
 - Dennis Hausman is developing a Gantt chart to identify SIEC related tasks. The chart will be updated and presented monthly to track the array of tasks associated with SIEC activities.
 - A brief description of the Frequency Management process flow chart was presented. The flow chart is being developed by the Technical/Frequency Management Committee.
 - Sgt. John McIntosh was requested by the Technical Committee to develop a proposed communication plan. Sgt. McIntosh's paper was distributed for review and comment. The plan is designed to generate discussion and comment.
 - The Technical Committee will be presenting the business case and descriptions to support two proposed budget request packages. The packages consist of creating radio caches, and two FTEs to support frequency management. The SAW group will take action on the proposal when presented at the next SAW Group meeting.
- A motion to change the wording from the WSCA by Mr. Alan Hull was made and unanimously adopted. This motion was to formalize discussion of language previously discussed by the SAW Group.
- Recommendations to go forward to the SIEC and then to ISB are as follows:

- a. The SIEC should use preliminary information obtained from the statewide inventory and the Interim Statewide Public Safety Communications Plan for the purposes of making recommendations to the ISB and the legislature.
 - b. All recommendations will assist the state in creating short-term interoperability solutions.
 - c. Any recommendations made should include, to the greatest extent possible, solutions that will assist local government's communications with the state, when their mission dictates and as required in times of emergency.
 - d. Recommendations should include, to the greatest extent possible technology that could be easily replicated, and that can be moved to accommodate expansion. Technology should not be discarded when the Final Communications Plan is adapted, rather the technology should be used to enhance the final plan.
- Mr. Hausman presented a portion of the briefing paper presented by SIEC staff to the SIEC Chair. Two motions were passed.
 - The first motion recommended the SIEC approve the following principles in the absence of a Final Plan. These principles are valid until adoption of a final plan. The motion passed unanimously. The motion was:
 - a) The SIEC should use preliminary information obtained from the statewide inventory and the Interim Statewide Public Safety Communications Plan for the purposes of making recommendations to the ISB and the legislature.
 - b) All recommendations will assist the state in creating short-term interoperability solutions.
 - c) Any recommendations made should include, to the greatest extent possible, solutions that will assist local governments communications with the State, when their missions dictates and as required in times of emergency.
 - d) Recommendations should include, to the greatest extent possible technology that could be easily replicated, and that can be moved to accommodate expansion. Technology should not be discarded when the final communications plan is adopted, rather the technology should be used to enhance the final plan.
 - The second motion passed with two members abstaining. The motion dealt with actions contained within the Interim Plan. The motion was: allow the SIEC SAW Group to review the deliverables, listed below, in light of not having a final communications plan within the next 12-month period. Allow them (at their option) to: delay the implementation of any or all of these tasks so that their efforts can be applied towards tasks that there is a higher likelihood of succeeding. The deliverables in question are:
 - a) The SIEC must identify a sustainable funding mechanism to pay for upgrades in this and subsequent strategic plans, as well as staffing requirements such as a single frequency manager for state licensed frequencies.

- b) Changing legislative mandates that govern operations of many state agencies that require them to recover costs of providing services to other public agencies.
 - c) Consider asking the Department of Natural Resources to change their enabling legislation to make use of their resources more affordable to other agencies and to local government.
 - d) The Legislature should contact the congressional delegation to promote interoperability as a primary consideration for existing grant appropriations.
- A question was asked requesting clarification regarding the SIEC's oversight of unlicensed radio equipment. Mr. Hausman will research and report back to the SAW Group his findings.
- Mr. Guy Cranor distributed a list of ACU1000s purchase by State agencies to the group. The list will be used in planning purposes.
- A project checklist was presented for comment. The checklist is to serve as a reference and quality assurance tool for the SIEC. The checklist will provide guidance to agencies requesting assistance from the SIEC. After significant discussion, the checklist will be identified for future discussion on a future agenda. Comments regarding the checklist are to be sent to Brenda.Hilzer@wsp.wa.gov.
- Good of Order:
 - Clark Palmer will send a template to Dennis Hausman, in Excel format, for use in identifying current and future State agency projects. The template will serve as general guidelines.
 - Dennis Hausman will compile the lists of projects sent to him from committee members and present to the SAW Group.
- The next SIEC SAW Group meeting is scheduled for July 7, 2004, at DIS from 1:30 PM to 3:00 PM.

Members present:

Jim Hall, Washington Association of Sheriffs and Police Chiefs
 Jose Zuniga, Department of Corrections
 Curt Kyle, Washington State Emergency Management Division
 Clark Palmer, Washington State Patrol
 Dennis Hausman, Department of Information Services
 Guy Cranor, General Administration –office of State Purchasing
 Marc Johnson, Department of Natural Resources
 Fred Radovich, Motorola
 Brenda Hilzer, Washington State Patrol
 Leroy Hurt, Department of Information Services
 Sgt. John McIntosh, Department of Fish and Wildlife

Don Wilbrecht, Department of Corrections
Alan Hull, Washington State Department of Transportation
Skip Osteyee, Motorola
Brad Barber, King County